



JOB DESCRIPTION

JOB TITLE: Planning Manager
DEPARTMENT: Community Development Department
REPORTS TO: Director of Community Development **DATE:** April, 2009
EMPLOYEE UNIT: Management & Confidential **Supersedes:** October, 1998
FLSA EXEMPT: Yes

JOB SUMMARY: Under direction of the Director of Community Development, the Planning Manager administers planning activities of the City, and performs varied professional planning activities; directs, conducts, or participates in long-range planning and special studies; performs related work as required.

CLASS CHARACTERISTICS: This is an advanced mid-management with division head responsibilities that provides administrative oversight of the activities and functions of the Planning Division. In addition, this position is responsible to conduct major planning projects and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Director of Community Development and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Plan, assign, direct and review the work of subordinate planners and support staff.
2. Review applications for general plan and zone changes, subdivisions, variances, use permits, planned developments, site approvals, etc.
3. Direct or personally perform studies, evaluate alternatives, and make recommendations regarding the processing of such applications.
4. Oversee environmental review processes.
5. Act as a liaison and provide staff support to appointed boards and commissions.
6. Confer with property owners, developers, contractors and others regarding planning issues.
7. Confer with and provide professional and technical support to other City staff on planning issues.
8. Review preliminary designs and building plans and specifications for environmental and zoning implications.
9. Administer and update the City's Residential Development Control System.

10. Participate in joint planning studies with representatives of other cities and the county.
11. Interpret City policies and procedures to staff.
12. Assist in preparing departmental goals, objectives, work standards and the annual budget.
13. Monitor developments related to planning and zoning matters, evaluate their impact upon City operations and recommend procedural changes.
14. Maintain records and prepare a variety of periodic and special reports.
15. Prepare correspondence, draft ordinances and other written materials.
16. Make presentations before the Planning Commission and City Council.
17. Serve as the Director of Community Development when directed to do so by the Director of Community Development.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelors degree from an accredited college in urban planning, architecture, public administration or field closely related to the work.
2. Five years of urban planning experience in a small to mid-sized city, including experience in supervising professional, technical and clerical staff.

Licenses & Certificates:

1. Possess a valid California Class C driver's license in compliance with adopted City driving standards.
2. AICP Professional Planner Certificate desirable.

Other Requirements:

1. Must be willing to attend evening meetings.

Knowledge of:

1. Current principles, practices and techniques of urban planning.
2. Current supervisory principles and practices.
3. Zoning principles and methods.
4. Economic forecasting and statistical research methods.
5. Environmental issues as related to the planning process.
6. Applicable local, state and federal laws and regulations.

Skill in:

1. Planning, assigning, directing and reviewing the work of a professional staff and support staff.
2. Implementing, interpreting and explaining complex policies, procedures, rules and regulations.

3. Conducting analytical studies, compiling statistical and economic data, evaluating alternatives, and making sound recommendations.
4. Reading and interpreting maps and specifications.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Select, train, evaluate, and motivate staff.
3. Establish and maintain effective working relationships with those contacted in the course of the work.
4. Represent the City effectively in meetings with others.
5. Prepare clear, concise and competent reports, correspondence, and other written materials.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Planning Managers generally work 90% indoors and 10% outdoors.
2. The work environment indoors is usually in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.